

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

A.P Medical & Health Services – Transfer and Posting of Employees – Instructions Issued

HEALTH MEDICAL & FAMILY WELFARE (A1) DEPARTMENT

G.O.Rt.No. 1055

Date: 1st June 2011

Read:-

G.O.Ms.No.93, Finance (DCM-III) Dept, dt.14.5.2011

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ORDER :-

1. In the reference read above, the Government have relaxed the ban on transfer of employees until 15 June 2011 subject to certain conditions and guidelines specified therein. In order to operationalise the orders issued in the reference first read above, the following Committees are hereby established for considering the request for transfer of the staff of Health, Medical and Family Welfare Department through counselling process, duly following the guidelines enumerated herein:

I) A.P. Medical Education Service (Professors / Associate and Assistant Professors in the Medical College / Teaching Hospitals):

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| i) Commissioner of Health & Family Welfare | .. Chairman |
| ii) Director of Medical Education | .. Member |
| iii) Additional Director of Medical Education (Admn) | .. Member / |

Convener

II) AP Health & Family Welfare Service and APVVP Service (Doctors and Specialists of all ranks and other non-medical and administrative posts under the control of Directorate of Public Health & Family Welfare and APVVP for whom the HOD / Government is the competent authority):

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| i) Commissioner of Health & Family Welfare | .. Chairman |
| ii) Director of Public & Health & Family Welfare | .. Member |
| iii) Commissioner, A.P.V.V.P. | .. Member |
| iv) Additional Director (Planning and Monitoring) & APVVP Joint Commissioner (General) | .. Member –Convener
for the respective |

HODs

III) The counselling for the Zonal Cadre posts of the Health & Family Welfare Department will be conducted by the following Committees:

i) Zone – 1

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| 1. Dr Prakash Bhatia, Professor & HoD SPM, OMC Hyderabad | -- Chairman |
| 2. Regional Director | -- Member – Convener |
| 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone | -- Members |

ii) Zone – II

- | | |
|---|---------------------|
| 1. Dr Sucharita Murthy, Director, IPM | - Chairman |
| 2. Regional Director | - Member – Convener |
| 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone | - Members |

iii) ZONE –III

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|---|-------------------|
| 1. Dr Raja Prasanna Kumar, Additional Director MCH | – Chairman |
| 2. Regional Director | - Member-Convener |
| 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone | - Members |

iv) ZONE –IV

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|---|---------------------|
| 1. Dr Sampath Kumar, Additional Director of Medical Education | – Chairman |
| 2. Regional Director | - Member – Convenor |
| 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone | - Members |

v) ZONE –V

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| 1. Dr Sai Babu, Addl Director (Population Stabilisation) | - Chairman |
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|---|---------------------|
| 2. Regional Director | - Member – Convenor |
| 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone | - Members |
- vi) ZONE –VI
- | | |
|---|---------------------|
| 1. Dr Keshiaiah, Joint Commissioner of APVVP | – Chairman |
| 2. Regional Director | - Member – Convenor |
| 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone | - Members |
- IV) The Committees for all other posts of the District cadre in Medical and Health Department will comprise of the following:
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|--|---------------------|
| 1. Regional Director of Medical and Health of the Region | - Chairman |
| 2. DCHS and the Superintendent of the Teaching / District Hospital | - Members |
| 3. Nursing Superintendent of Teaching Hospital/ District Hospital | - Members |
| 4. District Medical and Health Officer | - Member / Convener |

2. Considering the complexity of the Medical and Health department that comprises of more than two hundred cadres, sub-cadres and diverse specialties, the Government hereby issue the following guidelines for implementation by the Counselling Committees to ensure transparency and fairness in transfers and postings of staff, in addition to the conditions and guidelines prescribed in the G.O. first cited:

General Guidelines

- a) All transfers and postings shall be effected strictly in accordance with the government orders, guidelines, instructions, rules and regulations in vogue and the process for transfer shall be transparent duly providing equitable opportunity principle to all staff members.
- b) Transfers should not exceed 20% of any one cadre and no TTA/Joining time etc., shall be granted in case of request transfers.
- c) For the purpose of defining duty station, especially in case of urban areas, the institutions located within an urban agglomeration with the same HRA shall be counted as a single duty station.
- d) For the purpose of defining if a staff member has been 'long-standing' at a duty station, five years of service at the station in all cadres shall be considered. However, in case of Ministerial staff working in the offices of RDM&HS, DM&HOs, Teaching Hospitals, Medical Colleges, DLO, DTBCO, and DMO, three years shall be counted as 'long-standing'.
- e) For computing 20% of the cadre strength, the following priority shall be followed:
 - i. Long standing staff (3 years) working in the offices of RDM&HS, DM&HOs, Teaching Hospitals, Medical Colleges, DLOs, DTBCOs, and DMO shall be counted first.
 - ii. Request applications; and
 - iii. Long standing Staff (5years) working at institutions.
- f) Application / Proposal for transfers shall be called for and received up to 6 June 2011, scrutinized by 8.6.2011, counselling shall be conducted between 9.6.2011 to 13.6.2011 and the transfers shall be effected on or before 15.06.2011 as per the condition stipulated by the Govt in Finance Dept.
- g) In respect of third level Gazetted Officers for which Government is the competent authority, the concerned HOD shall receive the requests, scrutinize, place before the Counselling Committee and submit proposals to Government by 12.6.2011 for issue of orders.
- h) No person shall be transferred before completion of two (2) years of service in a particular station as on 16-05-2011.
- i) The transfers in any way should not violate the six point formula, as notified in G.O.Ms.No.610, G.A.(SPF.A) Dept, dt.30.12.1985, as amended from time to time.
- j) The persons who are on foreign deputation and completed their period of deputation may be repatriated immediately and consider postings on repatriation in the counselling.
- k) The Head of the Department (HOD) shall upload the following information on their respective website to ensure transparency.
 - i. Names of faculty members / Doctors / Officers / Nurses / other cadres of Staff who are working in the same station continuously for more than five and more than 10 years separately.

- ii. Vacancies existing in different cadres shall be clearly indicated. Concealment of any vacant post will be treated as a serious and deliberate violation by the head of the concerned office/department.
- iii. Newly created posts of Assistant Professors / Civil Assistant Surgeons by transferring posts from surplus to needy departments.
- iv. Vacancies of Specialists in all APVVP and Teaching Hospitals.
- v. Vacancies of regional labs of Institute of Preventive Medicine.
- vi. Vacancies of RIMS Medical Colleges at Kadapa, Adilabad, Ongole and Srikakulam.
- vii. List of requests for transfers.

Guidelines for Transfer of Doctors and Nurses

- a. Transfer and posting of doctors shall be strictly to the specialist post to which they belong. Specialists shall not be posted in any post earmarked for a different speciality. Mis-match postings are strictly prohibited.
- b. Civil Assistant Surgeons with specialist degrees/diplomas shall not be considered for posting in PHC vacancies.
- c. Deputy Civil Surgeons with speciality degrees/diplomas other than in Public Health and Epidemiology shall not be considered for SPHO vacancies.
- d. Specialists currently working under the control of Director of Public Health shall be posted in the specialities earmarked for that speciality in CHCs currently under the control of Directorate of Public Health and / or hospitals under the control of APVVP / DME / IPM
- e. Transfer of doctors who have put in more than five years in the same station will not be undertaken automatically, but only consequent on valid request for transfers by others of same speciality. Further the request can be considered against clear vacancy and in the absence of the same, by shifting the person who has put in the longest service beyond five years in the Hospital.
- f. In case of AP Medical Education Service, the following guidelines shall be followed:
 - i) All the specialists currently working in 'mis-match' posts shall be given first preference and all those currently working as Tutors / CAS/ Assistant Professors in departments other than their speciality shall be transferred and posted in their own speciality. There shall be no doctor working in mis-match posts in any medical institution after 15 June 2011.
 - ii) Thereafter, specialists with MD/MS/MCH/DM currently working under APVVP and DPH and in-service candidates who have returned after completing MD/MS Course and awaiting posting be given an opportunity for posting as Assistant Professors in teaching hospitals duly considering their seniority and other priorities defined by the Government, after obtaining a notarised affidavit that 'she / he would not seek return to their parent department at any time in their service and that she / he would take the last rank in the seniority as Assistant Professor.
 - iii) The in-service candidates who completed post-graduate studies in non-clinical and para-clinical disciplines but have not passed the final examination be posted as emergency duty medical officers in the existing vacancies.
 - iv) The vacant posts existing under the Rajiv Gandhi Institute of Medical Sciences (RIMS) at Kadapa, Ongole, Srikakulam and Adilabad shall be considered as part of the vacancy pool of DME for the purpose of transfer and posting of Assistant / Associate Professors and Professors.
 - v) The posts of Emergency Duty Medical Officers (EDMOs) in teaching hospitals shall be filled with candidates with specialist degree or diploma and those who have completed pre/para clinical post graduate studies but not passed the qualifying examination. In case of medical officers with only MBBS degree, an work experience in a PHC as Civil Assistant Surgeon for not less than two years in tribal areas, three years in remote and interior areas, four years in other rural areas and five years in urban areas. All other medical officers with MBBS qualification currently working in teaching colleges and hospitals shall be transferred to PHCs /CHCs under the Directorate of Public Health.
 - vi) The counselling for those currently working as Professors and Associate Professors shall be conducted before posting those recently promoted and awaiting posting orders.
- g. The following guidelines shall be followed for the Nursing Staff:

- i. Nursing Personnel with M.Sc and B.Sc qualification and currently working in Teaching Hospitals and Nursing Colleges / Schools shall not be transferred except in exceptional cases, for which reasons shall be recorded in writing.
- ii. The Nursing Personnel with specialised training (recognised by the Nursing Council of India and the Government) and those working in specialised disciplines in teaching hospitals like maternity and paediatric care, intensive care units, operation theatres, trauma and burns wards, emergency services, etc., shall not be shifted non-specialist locations.
- iii. The nursing cadre of the Directorate of Public Health, Directorate of Medical Education and the APVVP shall be considered as a single pool for the purpose of transfers and postings.
- iv. Nursing Personnel with M. Sc and B Sc qualification shall be posted in Teaching, District and Area Hospitals to the extent possible subject to availability of vacancies and adherence to rules and regulations in force.

Grievance Redressal

- a) The Counselling Committees established herein shall receive representation made by any staff member at any time expressing any concern or grievance regarding any transfer and examine the same strictly in accordance with the government orders, instructions and guidelines and pass appropriate orders in writing or refer the matter to the higher authorities, as deem appropriate. No grievance or representation shall remain unattended.
 - b) A Grievance Redressal Committee is hereby constituted with the Commissioner of Health and Family Welfare, NRHM Mission Director, and CEO Arogya Sri, which will examine all grievances relating to the transfers and postings arising during or after the counselling and pass necessary orders.
 - c) The Commissioner of Health and Family Welfare shall establish a Grievance Redressal cell with a phone line, receptionist and an e-mail address, which shall be publicised widely amongst all staff members. The grievance cell shall function from 9 AM to 8 PM every day from 2 to 15 June 2011
 - d) Employees may be advised not to make multiple representations at various levels as a transparent policy and process is being adopted for transfers.
3. All concerned are hereby instructed to take immediate action to operationalise these orders with immediate effect. A format for application for transfer is enclosed herewith for adoption.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR PV RAMESH
PRINCIPAL SECRETARY TO THE GOVERNMENT

To
All HODs under the Control of HM&FW Dept (we).
Mission Director of NRHM
All Principal of Government Medical Colleges
All Directors of RIMS, Kadapa, Srikakulam, Adilabad, Ongole
All Superintendents of Government Teaching Hospitals
All Regional Directors of Medical and Health Services
All District Medical and Health Officers
All District Coordinators of Hospital Services
All Committee Members through respective Heads of Departments
All District Collectors
Copy to
OSD to Minister(M&H)
PS to Special CS to CM
PS to Principal Secretary Health
SF/SC

// FORWARDED:: BY ORDER //

SECTION OFFICER

Annexure To GO RtDated 01 June 2011

HEALTH, MEDICAL & FAMILY WELFARE DEPARTMENT

APPLICATION FOR TRANSFER

UNDER GOMS.NO.93, FINANCE (DCM.III) DEPARTMENT, DATED:14-05-2011

Date:

1	Name	
2	Designation	
3	Present post and station of working	
4	Date from which working at present station (including all posts)	
5	Posts and Stations to which transfer is sought	1
		2
		3
		4
		5
6	Grounds on which he is seeking transfer	1
		2
		3
7	Belongs to which Zone / District	

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

8	Whether his request fulfils the pre-conditions for transfer laid down in the G.O.		
9	Vacancy position at places opted for	Place	Status
		1	
		2	
		3	
10	Any Remarks		

Senior Asst.

Superintendent

Deputy Director

Addl. Director

COUNSELLING COMMITTEE DECISION

APPROVED / NOT APPROVED

REASONS FOR REJECTION

SIGNATURES OF THE COMMITTEE: